GENERAL SERVICES AGENCY FUNCTIONAL/STRUCTURAL CHART

Chief Procurement Officier

Buyer Supervisor II

Enforce open, full and free competitive procurement policies and practices; Reviews, analyzes and determines procurement method/source; price and cost data on all requisitions. Reviews, researches and writes commodity specifications. Processes and issues purchase orders from requisitions with established procurement methods; Formulates bid packages; issues, opens, evaluates, recommends and prepares awards on bids and contracts; 'maintains and controls bids, contracts and purchase order status and follow-ups.

Administrator, Operations

Maintains and provides safe and adequate storage space; Inspects, receives, stores, processes and provides delivery services; Maintains and provides adequate general store items replenishment support to satellite supply outlets; Clears bill of ladings and haul cargoes. Processes receiving reports and directs and upkeeps delivery vehicles and warehouse equipment.

Control Division

Stock Control Section

Updates master inventory; records through the use of computer terminal input; Insures prompt stock replenishment through local vendors; Issues and concurrently updates master item stock register (MISR); Maintains open order files and aggressively follow-up for payment.

Customer Service Section

Maintains logbook and assigns numbers for each transaction of purchase orders;
Distributes original purchase orders to its appropriate destination; Establishes open orders and completed files by follow-up;
Maintains record of incoming requisitions, processes and transmits invoice documents to accounting for payment; Assist and maintains efficient customer service relations.

Surplus Property Mgmt. Administrator

Responsible for planning, administering, and directing the Guam State Agency for Surplus Property program of the Government of Guam pursuant to FPMR 101-44-207 and Federal Property and Administrative Services Act of 1949 as amended; Clearinghouse for Federal Surplus Personal Property Assistance Program; Screens and requests allocation of property. Maintains records of receipts and distribution. Prepares and submits reports to the U.S. General Services Administration; Determines donee program eligibility and maintains and updates program eligibility records; Conducts utilization and compliance reviews of properties donated to determine non-compliance and submits reports; Conducts physical inventory of surplus property; Initiates the conduct of internal audit of SASP finances and conformance review (External Audit) in accordance with the State Plan of Operation; Clearinghouse for Government of Guam Surplus Property. Conducts surplus property sealed bid.

Revised: 5/4/94